

Department of Land Management
Building and Zoning Division
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

Phone: (631) 287-5700
Fax: (631) 287-5754

TOWN OF SOUTHAMPTON



JAY SCHNEIDERMAN
TOWN SUPERVISOR

WWW.SOUTHAMPTONTOWNNY.GOV

KYLE P. COLLINS, AICP
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE

DATE

COMMERCIAL/RESIDENTIAL DEMOLITION PERMIT APPLICATION CHECKLIST

When the principal building is going to be demolished, a Whole House Demolition application must be submitted, but if any structures are to be demolished other than the principal building, a separate Building Permit application must be submitted. If an entire dwelling or commercial building is being removed, the permit must be separate from any construction permit(s) on the property. All demolition permit applications must be submitted to the Building Division.

ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

- ☐ Completed [Whole House Demolition Permit](#)
- ☐ [Whole Structure Demolition Permit Hold Harmless Form](#) (original/signed and notarized by **EVERYONE** on the Deed)
- ☐ Electrical disconnect letter from PSEG **AND** a gas disconnect letter from National Grid. You can request disconnect letters by writing to: PSEG/National Grid, 117 Doctors Path, Electric/Gas Design and Construction Department, Riverhead, NY 11901. (Must have Gas or Electrical Affidavit when no disconnection will take place from PSEG/National Grid)
- ☐ Workman's Compensation Insurance Certificate - **must reference the location where the demolition will take place** (contractor must be licensed with the Town of Southampton)
- ☐ [Highway Road Usage For Debris](#) Permit application from the Highway Department located at 20 Jackson Avenue, Hampton Bays, NY
- ☐ 3 copies of survey reflecting all structures on the property to be removed/5 copies for commercial properties
- ☐ Copies of all Certificates of Occupancy and/or Compliance for all structures on the property
- ☐ Fee is based on estimated cost of demolition (Written estimated cost from contractor on his letterhead is required)

ADDITIONAL DOCUMENTATION REQUIRED AS MAY BE APPLICABLE

- ☐ **Residential Only** - dwellings 75 years or older must submit [Landmarks and Historic District Application](#). **The request must be signed by the owner, or a notarized authorization from the owner must be submitted. *** Project must be completed within a year from the Permit approval or a new request must be submitted to Landmark & Historic Districts Board*****
- ☐ Planning Board approval (approved site plan with Planning Board Resolution for commercial demolitions)
- ☐ Wetlands Permit or Letter of Non-Jurisdiction from the Environment Division if property is on the wetlands inventory list. Permit and stamped survey from the Environment Division is required.
- ☐ Other _____

Verification of Ownership or Authorization

- ☐ Original Signed & Notarized Agent Letter: If applicant is other than owner.
- ☐ Certified copy of the most recent Deed recorded in the Suffolk County Clerk's Office (no photocopy of certification, must be original certification)
- ☐ Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Operating Agreement, Articles of Organization or Minutes listing members)
- ☐ Original Agent Letter (signed & notarized and only if applicant is other than owner)

****Note: Documents *MUST* list name of member(s) that are authorizing the submittal of this application****